



TRIP TICKET

Date Filed : March 15, 2022 Trip Number :
Scheduled Travel : March 16, 2022 Destination : Brgy. Jaena, Baybay, City Leyte
Date/s :
Departure Time : 9:00 AM Driver will report : RCCRDC Office
to :
Purpose : To fetch and conduct RCCRDDC Director and Staff in preparation for MOA
Signing in Bgy Jaena Gym Baybay City / *Punta*

Head of Party: **EDUARDO O. MANGAOANG**

Passengers	Department/Office/Center/Project	Contact Number(s)
1. Rene Jemmar Alkuino	RCCRDC	
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

*For more than (10) passengers, use separate sheet.

Vehicle Type: VSU Tuyo 1 white BUS
Vehicle Plate No.: _____

Requesting party: *[Signature]*
EDUARDO O. MANGAOANG

Professor, Director, Project leader

Dispatched:
AMIEL R. ARMADA

Recommended:
MARLON G. BURLAS

Approved:
MARIO LILIO P. VALENZONA

Maintenance in Charge

Motor Pool Services Head

(Director/Center Director/Agency Head)

INSTRUCTIONS: Drivers shall fill in this part properly. Drivers are accountable for and are responsible for reporting any vehicle damage, defects and accidents immediately

Trip Ticket Issued/Received	Vehicle Condition (Before Travel)	Fuel & Lubricant Issued/Used	Departure/ Time Out	Odometer/Mileage Out
Date Returned	Vehicle Condition (After Travel)	Fuel & Lubricant Balanced	Arrival/ Time In	Odometer/Mileage In

Was the passenger/s following the call time & location?	Was there any purchased of fuel/lubricant outside VSU Campus?	Was the vehicle involved in accident or damaged while in your custody?	Was the vehicle used other than official government business?
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes (Specify) <input type="checkbox"/> No	<input type="checkbox"/> Yes (Specify) <input type="checkbox"/> No	<input type="checkbox"/> Yes (Specify) <input type="checkbox"/> No

Driver's Name & Signature		Filled in by the Head of Party or Requesting Party	
This vehicle will be used for official government business only. I have reviewed and complied with rules & regulations regarding the use of Government-Owned Vehicle.	Service Satisfaction <input type="checkbox"/> 1. Not Satisfied <input type="checkbox"/> 2. Slightly Satisfied <input type="checkbox"/> 3. Moderately Satisfied <input type="checkbox"/> 4. Very Satisfied <input type="checkbox"/> 5. Extremely Satisfied	Driver's OVER ALL RATING <input type="checkbox"/> 1. - Poor <input type="checkbox"/> 2. - Fair <input type="checkbox"/> 3. - Good <input type="checkbox"/> 4. - Very Good <input type="checkbox"/> 5. - Excellent	
	Comments & Suggestions		
	SIGNATURE OVER PRINTED NAME		
Name and Signature			